# Managing Your Account Online

Our District uses a convenient, online system for scheduling and making payments. This system is connected to our Administrative scheduling and payments software so that any requests or payments made online will instantly show up at our Administrative Offices.

# Login Set-up:

In order to use the online system, parents will need to create a Username and Password. Parents may also log in with Twitter, Google or Facebook.

- 1. Access the new site by going to www.isd197.org and clicking on FeePay (on the right)
- Log In if you have used FeePay<sup>™</sup> to register for other district programs. 2. Select -or-

Select Sign Up in the upper, right corner of the screen to register a new FeePay™

Create Account Account. Complete the Register a New Account Form and select at the bottom of the screen. Enter **YOUR** name and contact information.

#### Add Family Members for Registrations:

1. Add children and other family members by accessing your Account Profile. (Select your name in the upper, right corner and select Account Profile.)

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Account Profile	>	
Change Password		
Logout		

NOTE: You will need your child's District Student ID.

District Information

Add

and select the relationship type you are adding

to your profile. When adding your children with their District ID, select Yes, They Have a District ID and complete the ID number field.

Does This Person Have A District Provided Identifica	ation Number (Staff ID. Student ID.
● Yes, They Have A District ID 🦳 No, They Do Not Have	A District ID
School District	Identification Number
Prior Lake-Savage Area Schools	123456

Community Education

button in the upper, left corner of the screen.

2. Select

# Managing your School Age Care Account

Once you are logged in and your child's contract is set up, you are able to manage your account online. Some of the things you will be able to do online include:

- Set-up and manage Auto-pay
- Make changes to your child's schedule
- Manage authorized pick-ups
- View and pay invoices
- Print receipts
- Register for drop-in days
- Register for non-school days
- Print end-of-year tax statements

# **Accessing your Account**

- Log in to your FeePay<sup>™</sup> Account and browse to
  Your Profile button.
- 2. View your Account options by selecting the appropriate tab on the Dashboard for your program.

